

February 27, 2007

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER  
STATE CONTRACT PROCUREMENT OFFICER II  
302-857- 4555

SUBJECT: **AWARD NOTICE #2 Effective September 10, 2009**  
**CONTRACT NO. 06-462-RH**  
MICROGRAPHIC SERVICES AND CONVERSION SERVICES

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OF  
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## **KEY CONTRACT INFORMATION**

### **1. MANDATORY USE CONTRACT:**

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**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

### **2. CONTRACT PERIOD:**

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Each Vendors contract shall be valid for a one (2) year period from 3/1/07 through 2/28/09. Each contract may be renewed for two (2) additional one year periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

This contract has been extended through February 28, 2010.

**This contract has been extended through February 28, 2011.**

### **3. VENDORS:**

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Data Management Internationale'  
55 Lukens Drive  
New Castle, DE 19720  
**Phone: 302-656-1151 Ext.10**  
Fax: 302-656-1169  
**Contact: Cindy Swezey**  
**Email: [cynswezey@dmi-inc.com](mailto:cynswezey@dmi-inc.com)**  
E.I. No.: 51-0369-853

### **4. SHIPPING TERMS:**

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F.O.B. destination.

### **5. PRICING:**

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Prices will remain firm for the term of the contract year.

## **ADDITIONAL TERMS AND CONDITIONS**

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### **6. BILLING:**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

### **7. PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

### **8. PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

### **9. ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

### **10. REQUIREMENTS:**

Insert Information

### **11. HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

**12. NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

**13. FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

**14. AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

## Award Notice Contract No. 06-462-RH

### Products

	<u>Price</u>
1. Cost per test strip to process	
16mm	\$5.50
35mm	\$9.60
2. Cost per ROLL <sup>1</sup> to process preservation microfilm	
16mm roll film 100'	\$4.25
16mm roll film 215'	\$6.75
35mm roll film 100'	\$6.75
3. Cost per ROLL <sup>1</sup> to process administrative and archival microfilm	
16mm roll film 100'	\$4.25
16mm roll film 215'	\$6.75
35mm roll film 100'	\$6.75
105mm roll film	N / A
Sheet microfiche	N / A
4. Cost per 1,000 images to film and process administrative and archival records	
16mm roll film (rotary camera)	\$95.00
16mm roll film (planetary camera)	\$145.00
35mm roll film – legal size and smaller	\$185.00
35mm roll film – books, newspapers	\$240.00
35mm roll film – drawings, blueprints, maps, oversized	\$687.50
105mm roll film – oversized	N / A
105mm roll film – step & repeat	N / A
Sheet microfiche – jackets	\$150.00
5. Cost per roll to produce a silver duplicate of administrative, archival, and preservation records	
16mm roll film 100'	\$14.50
16mm roll film 215'	\$18.75
35mm roll film 100'	\$21.25
105mm roll film	\$193.75
Sheet microfiche	N / A
6. Cost per roll to produce diazo copies of administrative, archival, and preservation records	
16mm roll film 100'	\$6.90
16mm roll film 215'	\$10.60

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<sup>1</sup> Time to process roll is the same regardless of number of images on roll.

35mm roll film 100'	\$11.90
105mm roll film	\$52.50
Sheet microfiche	\$0.59
Roll in cartridge ANSI	\$13.10
7. Cost per roll to perform redox blemishes prevention treatment	
16mm roll film 100'	\$14.40
16mm roll film 215'	\$18.10
35mm roll film 100'	\$26.25
105mm microfiche, sheet film	\$2.80
8. Cost per hour for required document prepping that exceeds minimal document prepping	
	\$21.25
9. Acetate Conversions	
Prep Charge (minimum 15 mins. per roll)	\$52.00 per hr.
35mm roll film 100'	\$55.00 <sup>1</sup>
16mm roll film 100'	\$34.50 <sup>1</sup>
16mm roll film 215'	\$44.50 <sup>1</sup>
10. Pickup and Delivery	
Zone 1 (location is anywhere in New Castle County)	\$.30.00 + \$1.00 per item <sup>2</sup>
Zone 2 (location is anywhere in Kent County)	\$.45.00 + \$1.00 per item <sup>2</sup>
Zone 3 (location is anywhere in Sussex County)	\$.65.00 + \$1.00 per item <sup>2</sup>

<sup>1</sup> Price includes duplication AND browntoning

<sup>2</sup> An item is considered a box, container, storage bin, etc.

## B. Pricing

### 1. DIGITAL IMAGE CONVERSION

Labor rates for the following functions:

Function	Hourly Labor Rate (\$)
Pickup and Delivery	By Zone (see below)
Document Prep	\$21.25
Image Scanning	N/A (see below)
Indexing	N/A (see below)
Validation	N/A (see below)
Quality Control	N/A (see below)
Return of Source Documents	By Zone (see below)
Delivery of Digital Image and Indices	N/A (see below)
Professional Services (delineate further if more than one experience level and rate)	\$175.00 per hour
Other	

Zone 1 (location is anywhere in New Castle County)	.	\$30.00 + \$1.00 per item <sup>1</sup>
Zone 2 (location is anywhere in Kent County)	.	\$45.00 + \$1.00 per item <sup>1</sup>
Zone 3 (location is anywhere in Sussex County)	.	\$65.00 + \$1.00 per item <sup>1</sup>

<sup>1</sup> An item is considered a box, container, storage bin, etc.

#### Image Scanning

Cost per scanned image (source document page-side) for Source Hardcopy Formats **and up to four (4) volume assumptions:**

Source Hardcopy Format	Cost per Image (\$)							
	Volume A 0 – 200K		Volume B 200K – 500K		Volume C 500K – 1MM		Volume D 1MM +	
Paper	200	300	200	300	200	300	200	300
Checks and small forms	0.059	0.082	0.053	0.076	0.047	0.070	0.041	0.064
½ letter (5x8.5 in.)	0.059	0.082	0.053	0.076	0.047	0.070	0.041	0.064
Letter (8.5x11 in.)	0.070	0.094	0.064	0.088	0.059	0.082	0.047	0.070
Legal (8.5x14 in.)	0.070	0.094	0.064	0.088	0.059	0.082	0.047	0.070
B-size (11x17 in.)	0.53	0.64	0.47	0.59	0.41	0.53	0.35	0.47
C-size drawing (17x22 in.)	0.88	1.11	0.82	1.05	0.76	0.99	0.70	0.94
D-size drawing (22x34 in.)	1.23	1.58	1.17	1.52	1.11	1.46	1.05	1.40
E-size drawing (34x44 in.)	1.70	2.05	1.64	1.99	1.58	1.93	1.52	1.87
J-size drawing (34xunlimited in.)	4.10	4.97	3.98	4.86	3.86	4.74	3.74	4.62
Gray scale documents and photos	0.37	0.53	0.33	0.48	0.30	0.46	0.28	0.43
Color documents (100 and 150 dpi)	0.37	0.53	0.33	0.48	0.30	0.46	0.28	0.43
Color photographs (100 and 150 dpi)	0.37	0.53	0.33	0.48	0.30	0.46	0.28	0.43
Books (other non-autofeed documents)	0.53	0.76	0.47	0.70	0.41	0.64	0.35	0.59
Photos (100 and 150 dpi)	0.37	0.53	0.33	0.48	0.30	0.46	0.28	0.43
Other – please specify:								
Microform	200	300	200	300	200	300	200	300
16mm roll film	0.04	0.06	0.035	0.055	0.03	0.05	0.025	0.045
16mm roll film-blipped	0.04	0.06	0.035	0.055	0.03	0.05	0.025	0.045
35 mm roll film	0.06	0.085	0.055	0.08	0.05	0.075	0.045	0.07
Microfiche	0.07	0.094	0.064	0.088	0.059	0.082	0.053	0.076
Jacketed microfiche	0.094	0.117	0.088	0.111	0.082	0.105	0.076	0.099
Aperture cards	0.761	0.951	0.702	0.878	0.644	0.804	0.585	0.731
Other - please specify:								
Step and Repeat	0.082	0.105	0.076	0.099	0.070	0.094	0.064	0.088

### ***Duplicate Media***

**DMI does not sell blank computer media.**

**Media duplication pricing depends on media type, number of duplicates, amount of data to be duplicated, etc. Media duplication pricing will be quoted on a job by job basis.**

**All services listed above are for Group IV TIFF for binary or JPEG for color images. Special formats such as Mr. Sid, DjVu, PDF, etc will require special charges. These will be quoted on request. Full text OCR services are priced at \$.015 per image for 200 dpi and \$.03 per image for 300 dpi. DMI recommends 300 dpi images for full text OCR conversion to increase the accuracy of OCR results.**

***Average cost per character for manual indexing \$ .005 cost/char.***

**Expected key entry rate (000s or characters per hour) expected of an average-experience indexing person = 6500 characters/hour.**

***For imaging on-site at the Delaware agency location, the following are typical costs:***



- **One-time setup cost: \$ 1500.00**
- **Average percentage increase in cost for imaging on-site 30 %**

**Off-shore indexing percentage decrease in indexing cost per character: 50 %**

## 2. COLD/ERM COMPUTER OUTPUT CONVERSION

Labor rates for the following functions:

Function	Hourly Labor Rate (\$)
Pickup and Delivery	By Zone (see below)
Report Setup	\$50.00 per report
Delivery of Digital Computer Output and Indices (when delivering digital media)	By Zone (see below)
Professional Services (delineate further if more than one experience level and rate)	\$175.00 per hour
Other	

Zone 1 (location is anywhere in New Castle County)	\$30.00 + \$1.00 per item <sup>1</sup>
Zone 2 (location is anywhere in Kent County)	\$45.00 + \$1.00 per item <sup>1</sup>
Zone 3 (location is anywhere in Sussex County)	\$65.00 + \$1.00 per item <sup>1</sup>

<sup>1</sup> An item is considered a box, container, storage bin, etc.

### Report Conversion

Pricing for report conversion.:

Functions	Cost per Page (\$)	Cost per Report
Report Setup	n/a	\$50.00 per report
Conversion Cost		
Pages /Month		
Volume Range A 0 to 100K	.0125	n/a
Volume Range B 100K to 250K	.01	n/a
Volume Range C 250K to 500K	.008	n/a
Volume Range C 500K to ∞	.006	n/a
Other		

Other costs that are associated with COLD/ERM conversion.

**CD duplicates are priced at \$50.00 each when a runtime software retrieval license is included on the CD.**

## 3. COM CONVERSION

Labor rates for the following functions:

Function	Hourly Labor Rate (\$)
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Pickup and Delivery	By Zone (see below)
Report Setup	\$50.00 per report
Professional Services (delineate further if more than one experience level and rate)	\$175.00 per hour
Other	

Zone 1 (location is anywhere in New Castle County) . \$30.00 + \$1.00 per item<sup>1</sup>  
 Zone 2 (location is anywhere in Kent County) . \$45.00 + \$1.00 per item<sup>1</sup>  
 Zone 3 (location is anywhere in Sussex County) \$65.00 + \$1.00 per item<sup>1</sup>

<sup>1</sup> An item is considered a box, container, storage bin, etc.

## COM Report Conversion

Pricing for report conversion.

Functions	Cost per Image (\$)	Cost per Fiche
Report Setup	n/a	\$50.00 per report
Silver Originals		
Volume Range A <u>0</u> to <u>1000</u>	n/a	\$1.80
Volume Range B <u>1000</u> to <u>3000</u>	n/a	\$1.50
Volume Range C <u>3000</u> to <u>7500</u>	n/a	\$1.10
Volume Range C <u>7500</u> to <u>∞</u>	n/a	\$0.90
Diazo Copies		
Volume Range A <u>0</u> to <u>2000</u>	n/a	\$0.17
Volume Range B <u>2000</u> to <u>6000</u>	n/a	\$0.145
Volume Range C <u>6000</u> to <u>15000</u>	n/a	\$0.13
Volume Range C <u>15000</u> to <u>∞</u>	n/a	\$0.12
Other		
16mm Roll Film (TIFF images)	\$0.025	
16mm Roll Film (ASCII text)	\$0.03	
16mm Roll Film (PDF files)	\$0.04	
16mm Roll Film (AFP, DJDE, Metacode, PS)	\$0.05	
16mm Roll Film (Office Files)	\$0.045	

Other costs that are associated with COM conversion.

**Pricing is for 42X COM made from ASCII or EBCDIC line data. For 48X fiche please add 30% to the above pricing for silver originals. For 42X image fiche (PS, PDF, DJDE, TIFF, Metacode or AFP) please multiply the above silver original pricing by 3.5X. For 48X image fiche, please add 30% on to the 42X image fiche silver originals pricing.**

The following Service(s) was not a requirement of the Request for Proposal but are being offered by DMI as part of the contract.

#### 4. APPLICATION SERVICE PROVIDER (ASP):

### WebDocs State Pricing

Initial Setup Fee\*: . . . . . \$2,000.00

*\*Includes unique web address for document repository, database table setup, SSL encryption certificate, initial storage allocation to start account and five hard bound user manuals. Time to complete setup is generally 2 – 3 days.*

#### Monthly Fees\*:

		<u>Standard</u>	<u>with Workflow and E-forms</u>
0 – 25,000	images	\$350.00	\$800.00
25,001 – 100,000	images	\$500.00	\$1,000.00
100,001 – 250,000	images	\$900.00	\$1,710.00
250,001 – 500,000	images	\$1,250.00	\$2,250.00
500,001 – 1,000,000	images	\$2,000.00	\$3,400.00
1,000,001 – 2,000,000	images	\$3,000.00	\$4,800.00
2,000,001 – 5,000,000	images	\$4,500.00	\$6,750.00
5,000,000 – 10,000,000	images	\$7,000.00	\$9,800.00
10,000,001 – 20,000,000	images	\$9,000.00	\$11,700.00
20,000,001 – 40,000,000	images	\$12,000.00	\$14,400.00
40,000,000 +		CALL	CALL

*\* Monthly fees are all inclusive and include unlimited users, scanning capability, 24 X 7 access, daily backup, technical support and all future software releases.*

Professional Services\*: . . . . . \$175.00 per hr.

*\* Professional services include any software installation, training, programming, scripting or integration with third party products required by customer.*

Upload Fees\*: . . . . . \$0.02 per image

*\* Upload fees are only charged when converting data from an existing system into WebDocs or uploading data from a third party conversion vendor. There are NO upload fees charged when either the customer or DMI scans and uploads documents to WebDocs.*